

Salisbury Free Library

Trustee Meeting Minutes ~ APPROVED 10/3/2023

September 11, 2023

Chair Michelle Carr called the meeting to order at 6:02 PM.

PRESENT: Cheryl Bentley, Michelle Carr, Christine Dixon, Jennifer Hoyt

GUESTS: None

This is a special meeting of the Board and no minutes or reports will be reviewed.

NEW BUSINESS:

Given the status and age of the patron computers, and following some discussion of options, the Board agreed to opt for the purchase of a new laptop for the Directors use and replacing the worse of the 2 patron computers with the computer currently in the Director's office. The laptop will allow more flexibility and portability to the Director in performing her library duties.

Michelle made a motion to approve the purchase of a new HP Pro-Book up to the amount of \$950.00 with a 2nd by Chris. All approved.

A second session for new trustee training will be held Oct 23, 2023 at Triangle Park in Concord. Register online with NHLTA. Space will fill quickly.

The purpose of this meeting is to review documents received from the Department of Justice - Charitable Trust Division and the Secretary of State's Office regarding The Friends of The Salisbury Free Library. The Trustees sought advice regarding whether or not the library should be turning over donations from the book sale to them. During Old Home Day, library volunteers (2 of whom were trustees) suggested patrons fill a bag or box with books and then make a donation of their choosing.

The first document received was in answer to that inquiry by the Board of Trustees and revealed an unexpected status of the Friends group. The document provided by the Department of Justice indicated that the Friends were not in good standing with the Charitable Trust Division. We then sought information from the Secretary of State who indicated that the Friends group had been administratively dissolved as of May 2021. Both indicated that the Friends of the Salisbury Free Library had failed to file required reports. The Friends are up to date with their IRS filings. The Friends began their charter as a non-profit in 2003.

Additional documents indicated the officers at the time of the last filing and a balance in the last financial report of \$20,018.70.

In response to this information, the Board crafted a letter to be sent to the two officers the Trustees were still aware of, as well as a copy to the address the Friends of the Salisbury Free Library indicated on

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their reports. The letters will be mailed certified and sent via email as well. A copy of the letter is attached to these minutes and will be available once the minutes have been approved.

The letter states that due the issues related to the Department of Justice and the Secretary of State, the Friends will be unable to operate within the Salisbury Free Library, nor on behalf of the library to include any fundraising. The library's name may not be used by the Friends until such time as they can produce documentation that they have regained their charitable trust status and are once again in good standing with the Department of Justice. The Trustees further requested that keys to the building be returned to the library.

The Friends of the Salisbury Free Library also have the option of dissolving themselves pursuant to their by-laws which state that the entire balance of their account shall be turned over to the Town's Trustees of the Trust Funds and be held for the sole benefit of the library.

The Board wishes to note that The Friends have done a deal to benefit the library and the Board and the library hope this will matter will be promptly resolved.

There being no further business before the Board, Michelle made a motion to adjourn with a 2nd by Cheryl. All approved.

Meeting adjourned at 7:41

NEXT MEETING: September 25th – budget review

Oct 4 - budget review with Selectmen

Oct 16 - budget review with the Budget Committee

Respectfully submitted,

Christine Dixon, Secretary